



CDMIS

Child Development
Management
Information System

UPDATE

California Department of Education • Jack O'Connell, State Superintendent of Public Instruction

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CDMIS Test Site Now Available

The CDMIS Test Web site is now available for agencies to test their new file format, as described in **CDMIS Update #2**. The Test Web site will be available 24 hours a day through December 31, 2004.

Please Note: This Test Web site is only for the use of agencies that submit their monthly CDD-801A data via Electronic File Upload. Agencies that submit their monthly data using Copy Forward and Web input do not need to test files at this time and should not use this Test Web site.

The URL is: <http://165.74.253.105/cdmistest/default.asp>.

Agency staff who are currently authorized to upload their monthly CDD-801A via Electronic File Transfer will be able to use their same username and password to log on to the Test Web site. As noted in **CDMIS Update #2**, the file must be formatted in accordance with the new File Format Specifications that can be found at <http://www.cde.ca.gov/sp/cd/cil/cdd801fileformat.asp>.

For the test, each record must be for the report period of either October 2004 or November 2004. Make sure that you select the same report month/year as in your test file when uploading to the test site.

We suggest creating a small test file containing the information for only a few of your agency's families. The purpose is not to test all the records for your agency, but simply to test the revised file format itself.

The files will be processed hourly between 8:00 a.m. and 4:00 p.m., Monday through Friday but not on holidays. Wait at least one hour after you have uploaded your file before checking the results. To view the results, from the Main Menu select "CDD-801A Management Report" and from the next screen select "CDD-801A Electronic File Status Report." Review the messages displayed, fix any errors listed, and resubmit the file again. Continue this process until there are no errors. When your file passes with no errors, go to CDD-801A Web Input/Edit for the month and year you used for your test file and verify that the data are correct.

Note: This special Test Web site is only designed to test file formats in Electronic File Transfers, and only for the two months listed above. Do not try to access any other areas of the system, to edit data, or to copy it forward because the Test site will produce confusing results and/or will

cause error messages to occur in other parts of the site. In addition, please note that data submitted via this Test Web site will not be processed in any way by CDMIS staff. Agencies are cautioned not to use this special Test Web site for their regular data submissions.

Once your file has successfully passed the new requirements and you can see that the data have been added to the test system correctly, your testing is done. This will be your indication that the new file format will be processed correctly when you use it for uploading data for the October 2004 report period.

CDMIS staff welcomes your comments, as well as suggestions for topics to be discussed in these **CDMIS Updates**. Contact us via email to CDMIS@cde.ca.gov, or by telephone at (916) 445-1907.